

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Chicopee
Name of Entity or Department Administering Funds	Office of Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Kathleen Lingenberg
Title	Director of Housing
Address Line 1	38 Center Street, 2 nd Floor
Address Line 2	
City, State, Zip Code	Chicopee, MA 01013
Telephone	413-594-1490
Fax	413-594-1495
Email Address	www.communitydev@chicopeema.gov
Authorized Official (if different from Contact Person)	Michael D. Bissonnette
Title	Mayor
Address Line 1	Chicopee City Hall
Address Line 2	17 Springfield Street
City, State, Zip Code	Chicopee, MA 01013
Telephone	413-594-1500
Fax	413-594-1505
Email Address	mbissonnette@chicopeema.gov
Web Address where this Form is Posted	www.chicopeema.gov

Amount Grantee is Eligible to Receive*	\$531,528
Amount Grantee is Requesting	\$531,528

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The City of Chicopee posted a legal notice in the local newspaper for three consecutive days and posted notice on the city's website regarding HPRP funds and specifically, the Substantial Amendment. The Amendment requirements, the process for public input, the HPRP program regulations, and the City's priorities were the subject of a public hearing on Wednesday, April 8th.

In coordination with the City of Holyoke, Chicopee collaborated with the Tri-County Continuum of Care's members, the Western Mass Regional network, and the corresponding, adopted Ten Year Plans to End Homelessness.

The City accepted public comment for a 21-day period.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☒ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: The comments encouraged the City to adopt a regional approach focused upon prevention. Comments are attached.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

- ☒ Competitive Process
☐ Formula Allocation
☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Chicopee in collaboration with the neighboring city of Holyoke developed a formal Request for Proposal (RFP). The competitive RFP will be announced through a variety of venues including local newspaper, notification to the CoC, direct mailing to public service providers, and local Public Housing Authorities.

The RFP will be concurrently released by each city. The application process will evaluate each applicant's organizational capacity, effectiveness of program design, responsiveness to identified community need, collaboration with local Continuum of Care and its members, utilization of other resources, cost effectiveness, and readiness to proceed. The City will provide two technical assistance workshops to assist potential respondents.

Upon the receipt of the responses, the Community Development staff will review and score each of the responses. City staff will then make funding recommendations to the City's Chief Elected Official after a review of all responsive applications.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: The City of Chicopee intends to release its competitive RFP on May 15, 2009 with responses due on July 1, 2009. Application review with funding decisions shall be completed by August 1, 2009. All subgrantee contracts will be fully executed by September 30, 2009.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The City intends to ensure the effective and timely use of HPRP funds on eligible activities as follows:

1. Timely issuance of a competitive request for proposals that will result in subgrantee contracting and program implementation by September 30, 2009.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2. Specificity of application will enable the selection of subgrantee(s) with experience, capacity, and readiness to proceed.

The City intends to monitor subgrantee(s) by requiring the submitted of detailed monthly reports.

The Housing Coordinator shall assume responsibility for oversight of HPRP grant funds and monitoring of subgrantee(s).

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: The Cities collaboration began early in the planning process. Meetings were held and input solicited from the Public Housing Authorities, the Community Action Agency serving both communities, and a variety of human service providers. The input from these meetings was utilized in development of an application that insure sub-grantee's consultation and coordination with ARRA programs and initiatives.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: In anticipation of the availability of HPRP funds, the Cities of Chicopee and Holyoke (HOME consortium members and communities served by the same Community Action Agency) met to discuss options for efficient and effective administration of the funds. The Cities agreed to coordinate both the collaboration as well as the sub-grantee selection process. As both Cities are members of the same COC, the HPRP funds were discussed at a regularly scheduled COC meeting. The COC's Ten Year Plan and its identification of community need were used within the sub-grantee evaluation process to score each applicant. In addition, the selection process evaluated the use of mainstream and COC resources in the proposed program implementation.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
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Response: In recognition that the City's Consolidated Plan identifies the rent burdens experience by low-income households, the City intends to prioritize programs that provide cost-effective response to housing stabilization and to rapidly rehousing in sustainable housing. .

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	\$ 150,000	\$ 200,000	\$ 350,000
Housing Relocation and Stabilization Services ²	\$ 50,000	\$ 69,978	\$ 119,978
Subtotal (add previous two rows)	\$ 200,000	\$ 269,978	\$ 469,978

Data Collection and Evaluation ³	\$ 35,000
Administration (up to 5% of allocation)	\$ 26,550
Total HPRP Amount Budgeted⁴	\$ 531,528

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title